



Checklist for Contract Award File Content

Place document in file, separated by numbered tabs. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
ACQUISITION PLANNING		28. D&F: Interagency Acquisitions (FAR 17.503, NFS 1817.503)	
1. Master Buy Plan (NFS 1807.71)		29. Buy American Act Exception Determination (FAR 25.103, NFS 1825.103)	
2. Acquisition Plan (FAR 7.1, NFS 1807.1)		30. Non-Personal Services Documentation (FAR 37.103)	
3. Market Research Analysis (FAR 7.102, 10, 12.202)		31. Advisory and Assistance Services (FAR 37.2, NFS 1837.2)	
4. Consolidated Contracting Initiative (NFS 1807.70)		32. Approval of Letter Contract (FAR 16.603-3(c), NFS 1816.603-370)	
5. Exchanges With Industry Before Receipt Of Proposals (FAR 14.207, 15.201)		33. Notice Of Intent To Award Service Contract (SF 98) Wage Determination/Installation Review (FAR 22.10, NFS 1822.10)	
6. General Requirements (FAR 4.403, 8.001, 46; NFS 1804.4, 1823.70, 1846)		34. Mailing List (FAR 4.803(a)(5), 14.205)	
7. Set-Aside Consideration/Recommendations (FAR 19.501, NFS 1819.501)		35. Parties Excluded From Procurement Programs (FAR 9.405, NFS 1809.404)	
8. SBA-Provided 8(a) Information (FAR 19.803)		36. Draft RFP, Comments and Disposition (NFS 1815.201)	
9. Determination to make a single award (FAR 16.504(c))		37. Solicitation Reviews, Comments, Approvals (FAR 14.202-6, NFS 1815.203-70 and 71, 1845.102-71(b))	
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PROCUREMENT REQUEST & SOLICITATION DEVELOPMENT		47.	
		48.	
19. Acquisition Package (PR NFS 1804.73; Spec/SOW FAR 11 & NFS 1811; NASA Cost Estimate, Source List, FAR 7.3)		49.	
20. List of Government-Furnished Property and Approvals (FAR 45.3, NFS 1845.3)		SOLICITATION & AWARD	
21. JOFOC (FAR 6.3, NFS 1806.3)		50. IFB/RFO/RFP/RFPQ (Including Amendments) (FAR 14.2, 15, NFS 1871)	
22. Presolicitation Synopsis/Notice, Responses/Evaluation (FAR 5.2, NFS 1805.2)		51. Abstract Of Bids/List Of Proposals (FAR 14.403)	
23. D&F: Authority To Exclude A Source (NFS 1806.2)		52. Late Bids, Proposals, Mistakes Determinations (FAR 14.304, 14.407, FAR 15.208, NFS 1815.208)	
24. Justification For Competitive Proposals (FAR 6.401)		53. IFB/RFP Cancellation/Rejection Determination (FAR 14.404-1, NFS 1814.404-1, FAR 15.206(e))	
25. Descriptive Literature Justification (FAR 14.202-5(c))		54. Determination of Responsibility/Non-responsibility (FAR 9.105-2)	
26. Bid Samples Justification (FAR 14.202-4(d))		55. Certificate of Competency Actions (FAR 19.6, NFS 1819.6)	
27. Option Justification (FAR 17.205)		56. EO Compliance Review (FAR 22.805)	
SOLICITATION I.D. NO.	CONTRACT TYPE	CONTRACT SPECIALIST	
CONTRACTOR NAME		CODE	TELEPHONE
CONTRACT NO.	MODIFICATION NO.	PROCUREMENT REQUEST INITIATOR	
TOTAL CONTRACT VALUE	MODIFICATION VALUE	CODE	TELEPHONE

DOCUMENT	IN FILE	DOCUMENT	IN FILE
57. Influencing Activities Disclosure Forms (FAR 3.804, NFS 1803.804)		CONTRACT ADMINISTRATION	
58. Make Or Buy Decision (FAR 15.407-2)		96. Modifications, including supporting documentation	
59. New Technology, Patents, Data Rights Determinations (FAR 27, NFS 1827)		97. Task/Delivery Orders, including supporting documentation	
60. Contract Deviations (FAR 1.4, NFS 1801.4)		98. Delegations (FAR 42.2, NFS 1842.2, 1842.74)	
61. Software License Agreements (NFS 1827.4)		99. Government Surveillance Plan & Reports (NF 1634) (NSF 1816.4)	
62. Overtime Premium Approval (FAR 22/103-4, NFS 1822.103-4)		100. Post Award Conference Report (FAR 42.503, NFS 1842.503)	
63. Unsuccessful Offers/Quotations (FAR 4.803(a)(10))		101. Technical Direction (NFS 1852.242-70) (NF 1634)	
64. Successful Offer (Including Representations and Certifications)		102. Subcontract Consent (FAR 44, NFS 1844)	
65. Proposals Evaluation (FAR 15.305, NFS 1815.308)		103. General Correspondence	
66. Pre-Award Survey (FAR 9.106, NFS 1809.106)		104. NF 533 Reports (NFS 1842.72, 1842.74)	
67. Communications with Offerors before Establishment of the Competitive Range (FAR 15.306(b))		105. New Technology Report(s) (NFS 1852.227-70)	
68. Competitive Range/Finalists Determination (FAR 15.306(c), NFS 1871.401-3(b)(3), 1871.604-2)		106. Subcontracting Reports (SF 294/295) (FAR 19.704)	
69. Communications with Offerors after Establishment of the Competitive Range (FAR 15.306(d))		107. Public Vouchers/Progress Payments/Invoices	
70. Final Proposal Revisions (FAR 15.307)		108. Audit Reports	
71. Source Selection Decision (FAR 15.308, NFS 1815.308, 1871.604-4)		109. Inspection/Acceptance Documentation	
72. Contract Cost/Price Analysis (FAR 15.404, NFS 1815.404)		110. Systems Reviews	
73. Prenegotiation Objectives (FAR 15.406-1, NFS 1815.406-1)		111. Past Performance Evaluations (NF 1680) (FAR 42.15, NFS 1842.1503)	
74. Certificate of Current Cost or Pricing Data (FAR 15.406-2)		112. Contract Closeout Documentation (NFS 1804.804-5)	
75. Price Negotiation Memorandum (FAR 15.406-3, NFS 1815.406-3)		113.	
76. D&F: Authorization For Advance Payments (FAR 32.410, NFS 1832.410)		114.	
77. Subcontracting Plan And Review (FAR 19.702(A)(1), 19.705.4, NFS 1819.705.470; FAR 19.1202-4)		115.	
78. Contract Reviews, Comments, Approvals (NFS 1804.103)		116.	
79. Pre-award, Award And Post-award Notifications (incl. Debriefing Summaries) (FAR 15.5)		117.	
80. Post-Award Synopsis/Press Release, ANOSCA (FAR 5.301, NFS 1805.303)		118.	
81. Protests (FAR 33.1, NFS 1833.1)		119.	
82. IPAR/IFMP/FPDS Report (NFS 1804.6)		120.	
83. Contract		121.	
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86.		OTHER	
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